

**To:** Rothery, Deirdre[Rothery.Deirdre@epa.gov]; Nazmi, Niloufar[Nazmi.Niloufar@epa.gov]  
**From:** Wortman, Eric  
**Sent:** Thur 6/2/2016 4:54:05 PM  
**Subject:** FW: Your office's upcoming rules and Action Memo Guidance Reminder: Guidelines and Template for Action Memoranda Accompanying Regulatory Packages  
[actionmemo-template 12-28-15.docx](#)

R8 and R9 have an action in the table below. Please make sure the action memo includes the guidelines below.

**From:** Cyran, Carissa  
**Sent:** Thursday, June 02, 2016 10:04 AM  
**To:** Morgan, Ruthw <morgan.ruthw@epa.gov>; VonDemHagen, Rebecca <VonDemHagen.Rebecca@epa.gov>; Knapp, Kristien <Knapp.Kristien@epa.gov>; Lee, Raymond <Lee.Raymond@epa.gov>; Wortman, Eric <Wortman.Eric@epa.gov>; Mcquilkin, Wendy <Mcquilkin.Wendy@epa.gov>  
**Subject:** FW: Your office's upcoming rules and Action Memo Guidance Reminder: Guidelines and Template for Action Memoranda Accompanying Regulatory Packages

**From:** Owens, Nicole  
**Sent:** Tuesday, May 31, 2016 3:56 PM  
**To:** Eagles, Tom <Eagles.Tom@epa.gov>; Farrar, Wanda <farrar.wanda@epa.gov>; Henigin, Mary <Henigin.Mary@epa.gov>; Sutton, Tia <sutton.tia@epa.gov>; Stewart, Lori <Stewart.Lori@epa.gov>; Hofmann, Angela <Hofmann.Angela@epa.gov>; Smith, Peterj <Smith.Peterj@epa.gov>; Chun, Melissa <Chun.Melissa@epa.gov>; Cogliano, Gerain <Cogliano.Gerain@epa.gov>; Noggle, William <Noggle.William@epa.gov>; Evalenko, Sandy <Evalenko.Sandy@epa.gov>; Scoville, Pat <Scoville.Pat@epa.gov>; Moore, Sonya <Moore.Sonya@epa.gov>; Meltzer, Kathy <Meltzer.Kathy@EPA.GOV>  
**Cc:** Corrales, Mark <Corrales.Mark@epa.gov>; Muellerleile, Caryn <Muellerleile.Caryn@epa.gov>  
**Subject:** Your office's upcoming rules and Action Memo Guidance Reminder: Guidelines and Template for Action Memoranda Accompanying Regulatory Packages

Hello –

I want to remind everyone that the new “Guidelines and Template for Action Memoranda

Accompanying Regulatory Packages” now requires that the “Impacts” section address environmental justice and address whether the action was developed in accordance with agency guidance on environmental justice. See below for specific language.

To date, compliance has been very low. As you may recall, this was put in place as a result of an OIG review. We’d like your help in increasing compliance with this. To that end, below is a list of actions expected to be submitted to OP for Administrator signature in the next three weeks. Please review the action memo before your AA/RA signs it to ensure it appropriately addresses EJ. Please also talk with your programs to ensure future action memos address environmental justice appropriately. It is in all of our interests to improve compliance with this requirement.

If you have any questions, please let us know.

Thanks,

Nicole

## **IMPACTS**

**[Identify who is impacted by the action, along with their role, and summarize the costs and benefits of the action – including a discussion of any non-monetized benefits and/or non-quantified benefits – and the results of any economic analyses. As appropriate under individual statutes, explain how cost-benefit analyses helped to shape the approach chosen. This section of the action memo should contain a paragraph that discusses whether the action was developed in accordance with agency guidance on environmental justice and a brief synopsis of any environmental justice outreach or impacts.]**

Actions expected to be submitted to OP for signature in the next three weeks

Planned Signature Date	SAN Working Title	Stage	AAshi
06/14/2016	5888 Clean Energy Incentive Program (CEIP)	NPRM	OAR
06/21/2016	5799 Amendments to Regional Consistency Regulations	Final Rule	OAR
06/23/2016	5417.National Emission Standards for Hazardous Air Pollutants: Ferroalloys Production Reconsideration	NPRM	OAR
06/24/2016	5532.Petroleum Refineries Startup, Shutdown (SS) and Maintenance Alternative Standards	Final Rule	OAR
06/25/2016	5872 Federal Implementation Plan for Existing Oil and Natural Gas Sources; Uintah and Ouray Indian Reservation in Utah	NPRM	R08
06/27/2016	5811 Stationary Compression Ignition Engine NSPS Amendments	Final Rule	OAR
06/29/2016	5836 Revisions to the Petition Provisions of the Title V Permitting Program	NPRM	OAR
06/30/2016	5801.Mercury and Air Toxics Standards (MATS) Completion of Electronic Reporting Requirements	NPRM	OAR
06/30/2016	5928 Approval and Disapproval of California Air Plan; San Joaquin Valley Serious Area Plan and Attainment Date Extension for the 1997 PM2.5 NAAQS	Final Rule	R09
06/30/2016	5851 Bay-Delta Selenium Criteria	NPRM	OW
06/30/2016	5287 Formaldehyde Emission Standards for Composite Wood Products	Final Rule	OCSPI
07/05/2016	5701 VOC Exclusion - HFE-347pc-f	NPRM	OAR
07/05/2016	5701 VOC Exclusion - HFE-347pc-f	Direct Final	OAR

**From:** Owens, Nicole

**Sent:** Tuesday, February 02, 2016 5:09 PM

**To:** RSC-All <[RSCAll@epa.gov](mailto:RSCAll@epa.gov)>

**Subject:** Reminder: Guidelines and Template for Action Memoranda Accompanying Regulatory Packages

Hello –

With the holidays and snow, I wanted to resend the updated “Guidelines and Template for Action Memoranda Accompanying Regulatory Packages.” At this point, all action memos should follow this new guidance. The most substantive update was to the impacts section which should now include a paragraph that discusses environmental justice, including whether the action was developed in accordance with agency guidance on the subject.

Take care,

Nicole

**From:** Owens, Nicole

**Sent:** Thursday, December 31, 2015 11:32 AM

**To:** RSC-All

**Subject:** Guidelines and Template for Action Memoranda Accompanying Regulatory Packages

The attached document, titled "Guidelines and Template for Action Memoranda Accompanying Regulatory Packages," now serves as the EPA-wide guidance for preparing those action memos that accompany rules and other ADP actions signed by the EPA Administrator. This document replaces the previous 2011 version. Office- or Region-specific guidance may augment the attached, but should not supersede it. Also, office- or Region-specific guidance may differ for actions

not signed by the Administrator. As was discussed at the December RSC meeting, this document has been updated to reflect recommendations from the OIG. Other minor updates were made to be consistent with the correspondence manual.

If you have signed action memos that have not been submitted with regulatory packages to OP for signature, you do not need to redo these memos, unless they are submitted to OP after 1/15/2016. All unsigned action memoranda should conform to the new guidelines and template prior to being signed and submitted with regulatory packages to OP for signature.

In addition to being attached, the document is available in the ADP Library -

<http://intranet.epa.gov/actiondp/adp-templates/index.htm#adp> and in the RSC Team Room.